

14 FAH-3 H-520 DOMESTIC CONTRACTING OFFICER WARRANTS

*(CT:AQM-1; 11-29-2005)
(Office of Origin: A/OPE)*

14 FAH-3 H-521 APPLICABILITY

(CT:AQM-1; 11-29-2005)

The following policy and procedures apply to all domestic contracting activities, even if contracts are being awarded on behalf of a post abroad. The mandatory training, education and experience required for each of three warrant levels follow. Candidates for contracting officer appointment, or “warrants,” must meet mandatory training and continuing professional education requirements, as described in 14 FAH-3 H-300. The Office of the Procurement Executive (A/OPE) will consider equivalency for training, experience, or other requirements on a case-by-case basis.

14 FAH-3 H-521.1 Level I: Standard Simplified Acquisition

(CT:AQM-1; 11-29-2005)

- a. Level I provides signature authority for open-market acquisitions not exceeding \$100,000 or the maximum-order threshold or limitation under existing contracts; training (40 hours or five class days): Simplified Acquisition or Defense Acquisition University (DAU) CON 237 - Simplified Acquisition Procedures (Web-enabled).
- b. Education: As specified in 14 FAH-3 H-300.
- c. Experience: One year of experience performing simplified acquisition (other than micro-purchases or FEDSTRIP requisitioning).

14 FAH-3 H-521.2 Level II: Intermediate

(CT:AQM-1; 11-29-2005)

- a. Level II normally provides signature authority for acquisitions not exceeding \$500,000 for noncommercial items, or up to \$5,000,000 for commercial items using the test program for simplified acquisition described in FAR (Federal Acquisition Regulation) Subpart 13.5. A higher

level may be requested based on adequacy of need and training completed and will be considered on a case-by-case basis; training (316 hours total):

- (1) Simplified Acquisition (40 hours or five class days) or Defense Acquisition University (DAU) CON 237 - Simplified Acquisition Procedures (Web-enabled);
- (2) Commercial items (16 hours or two class days);
- (3) Contracting Basics (approximately 140 hours or 17 class days) or equivalent. DAU CON 100 – Shaping Smart Business Arrangements, CON 110 – Mission Support Planning (Web-enabled), CON 111 – Mission Strategy (Web-enabled), and CON 112 – Mission Performance Assessment (Web-enabled), collectively meet this requirement. Other courses such as Procurement Planning, Contract Formation, and Basic Contract Administration, collectively, are also considered equivalent;
- (4) Cost or Price Analysis (40 hours or five class days) or equivalent, such as DAU CON 120 – Mission-Focused Contracting;
- (5) Negotiation Techniques (40 hours or five class days) or equivalent, such as DAU CON 120 – Mission-Focused Contracting; and
- (6) Government Contract Law (40 hours or five class days) or equivalent, such as DAU CON 210 – Government Contract Law.

b. Education: As specified in 14 FAH-3 H-300.

c. Experience: Three years of current contracting experience commensurate with the level of appointment requested.

14 FAH-3 H-521.3 Level III: Unlimited

(CT:AQM-1; 11-29-2005)

a. Level III provides signature authority for acquisitions of any dollar amount above Level II; training (476 hours total):

- (1) Simplified Acquisition (40 hours or five class days) or DAU CON 237 - Simplified Acquisition Procedures (Web-enabled);
- (2) Commercial items (16 hours or two class days);
- (3) Contracting Basics (approximately 140 hours or 17 class days) or equivalent, DAU CON 100 – Shaping Smart Business Arrangements, CON 110 – Mission Support Planning (Web-enabled), CON 111 – Mission Strategy (Web-enabled), and CON 112 – Mission Performance Assessment (Web-enabled), collectively, meet this requirement. Other courses such as Procurement Planning, Contract Formation, and Basic Contract Administration, collectively,

are also considered equivalent;

- (4) Cost or Price Analysis (40 hours or five class days) or equivalent, such as DAU CON 120 – Mission-Focused Contracting;
- (5) Negotiation Techniques (40 hours or five class days) or equivalent, such as DAU CON 120 – Mission-Focused Contracting;
- (6) Government Contract Law (40 hours or five class days) or equivalent, such as DAU CON 210 – Government Contract Law;
- (7) DAU CON 202 - Intermediate Contracting (80 hours or 10 class days); or DAU CON 204 - Intermediate Contract Pricing (80 hours or 10 class days) or equivalent, plus a 40-hour or five-day class course on a topic relevant to the employee's job such as Source Selection or Contracting for Services (for a total of 120 hours or 15 class days); and
- (8) A minimum of 40 hours or five class days in a specialized course in a topical area such as Acquisition of Information Technology Resources, DAU IRM 101 - Basic Information Systems Acquisition (Web-enabled), or IRM 201 - Intermediate Information Systems Acquisition for employees awarding information technology acquisitions; Architect-Engineer Contracting for employees awarding architect/engineer (A/E) contracts; or Construction Contracting for employees awarding construction contracts.

b. Education: As specified in 14 FAH-3 H-300.

c. Experience: Five years of current contracting experience commensurate with the level of appointment requested.

NOTE: Dollar amounts include all options. For example, an individual with a \$500,000 Contracting Officer Certificate of Appointment may not award a contract for a base year of \$290,000 if the contract includes a one-year option for an additional \$290,000. In this illustration the total contract amount, including options, would exceed the stated warrant limitation. The same rule applies where some or all funding is subject to availability of funds: If a warrant is limited to \$500,000, the holder may not sign a contract for more than that amount, even if the additional amount is subject to availability of funds. If the warrant is limited to \$500,000, the holder may sign a contract that does not exceed that amount, but after award may sign modifications adding funds, as long as each modification does not exceed \$500,000. The normal rules regarding in-scope versus out-of-scope modifications would apply, such as requiring a justification for other than full and open competition for out-of-scope modifications.

14 FAH-3 H-522 THROUGH H-529 UNASSIGNED